

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> Managerial <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input checked="" type="checkbox"/> Neither										13. Competitive Level Code										14. Agency Use CNIC									
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Tractor Operator										NA										5705										05										JW										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Tractor Operating 5705 TS-62 Jan 92, Hdbk of Occup Groups and Fam Aug02																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature																				Date																																																	
23. Position Review																				12-31-01																																																	
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Tractor Operator **POSITION NUMBER** 01-047A

JOB SERIES: 5705 **PAY LEVEL:** NA-5

Summary of Duties: Operates wheel-mounted warehouse-type tractors to move materials and equipment. Tows vehicles such as wheeled carts, trailers, and support equipment. Connects the towed vehicles to the tractor with basic coupling devices. Performs limited operator maintenance on tractors. Works improved surfaces, transporting materials through warehouses and parking areas and roads.

Performs other related duties as assigned.

Skills and Knowledge: Working knowledge of tractor controls for starting, stopping, and maneuvering the tractor and towed vehicles in congested areas such as narrow passageways, stacked materials, and around sharp corners. Knowledge of pick-up and delivery locations within the activity. Knowledge of operating characteristics of the tractor and the carrying capacity of the towed vehicles. Skilled in judging clearances, heights, and turning angles of the tractor and towed vehicles. Knowledge of the location of grease fittings and fluid reservoirs and ability to grease vehicles and replenish oil, hydraulic, and other consumable fluids.

Responsibility: Receives oral and written assignments from supervisor or higher grade worker. Performs duties according to instructions on work orders and shipping documents and follows established pick-up and delivery schedules. Ensures proper connection of towed vehicles to the tractor and checks the security of loads. Checks and replenishes fluids to proper levels and lubricates tractor. Supervisor checks completed work for compliance with instructions and standard operating procedures.

Physical Effort: Work requires light to moderate physical effort in performing duties such as operating tractors and uncoupling and making couplings between tractors and towed vehicles. Frequent bending, stooping, reaching, and arm and leg movement to work tractor controls. Frequently lifts and carries parts and equipment weighing up to 50 lbs. Occasionally lifts heavier items with assistance or with mechanical lifting devices.

Working Conditions: Work is performed both inside and outside. Operators are subject to drafts, noise, and varying temperatures. Exposed to weather and temperature extremes outside, as well as high noise levels, vibrations, and jolts from tractor and towed equipment. Exposed to dust, dirt, grease, and fumes. Must follow safety practices and wear issued safety equipment.